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GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

ADM 1095.6  
February 11, 2003

## GSA ORDER

SUBJECT: Consideration of Floodplains in Decision Making

1. **Purpose.** This order establishes policy and assigns responsibility within the General Services Administration (GSA) for implementing laws and Executive Orders concerning GSA actions that may affect floodplains.

2. **Cancellation.** ADM 1095.2, Considerations of Wetlands and Floodplains in Decisionmaking, is cancelled. ADM 1095.5 cancelled the wetlands portion of ADM 1095.2, and this order cancels the remaining contents pertaining to floodplains.

3. **Responsibilities.**

a. Director, Environmental Strategies and Safety Division is responsible for maintaining the Floodplain Management Desk Guide and revising it when necessary. The Director is also responsible for advising other GSA managers and PBS Business Offices on how to address impacts to floodplains. The Director represents GSA in interagency coordination on matters related to floodplain management, and coordinates with the Federal Emergency Management Agency (FEMA) and other agencies involved in floodplain management.

b. Regional Administrators (RA's), and the PBS Assistant Regional Administrator (ARA), or the applicable Heads of Service and the direct programmatic Business Line, are required to review all projects in or affecting a floodplain. The RA must approve any decision where there is no practicable alternative. The RA will ensure that appropriate staff is aware.

c. Regional Environmental Quality Advisor (REQA) is responsible for ensuring that floodplain impacts are identified for projects, alternatives

that avoid the floodplain are identified and evaluated (including the alternative of not proceeding with the action), and the 8-step process is initiated as early as possible. The REQA coordinates floodplain compliance with the National Environmental Policy Act (NEPA) process and documents the 8-step process in any NEPA document (i.e., Categorical Exclusion (CATEX), Environmental Assessment [EA], or Environmental Impact Statement [EIS]). If there is no practicable alternative to locating the action in or affecting the floodplain, the REQA ensures that:

- The action is limited or otherwise designed in such a way as to minimize impacts, for example by the use of better siting on the property or flood protection techniques.
- Regional counsel and public relations entities should be informed of any proposed actions in a floodplain early in the process in order to provide meaningful legal review.
- National, State, tribal, local floodplain management authorities and the concerned public are notified of the finding, and given full opportunity to comment on it.
- Mitigation measures and other commitments resulting from the 8-step process and this Desk Guide are implemented.

d. Regional Counsel and Office of General Counsel: Reviews GSA programs and projects for legal sufficiency and to ascertain whether the proposed action complies with E.O. 11988.

e. Leasing Specialist/Realty Specialist/Project Staff are responsible for ensuring that the "Solicitation for Offer" (SFO) first considers properties outside the floodplain and that practicable alternatives that avoid the floodplain are identified and evaluated. The Realty Specialist is responsible for notifying the REQA that a project is in or may affect a floodplain and requests a floodplain determination on the property.

4. ***Floodplain Impact Assessment Desk Guide***. All Heads of Service, Business Lines, and Regional Offices will employ the Floodplain Management Desk Guide issued and periodically updated by the PBS Division of Environmental Strategies and Safety as guidance in carrying out this order.

5. ***Applicability***. This order applies to all GSA program actions, directly

or indirectly impacting a floodplain, including but not limited to:

- a. Real property acquisition through Federal construction, purchase or lease, including lease extensions;
- b. Renovations or building additions;
- c. Financing or assisting in construction or improvements;
- d. Conducting Federal activities and programs affecting land use; or
- e. Disposal of Federal lands and public buildings.

6. ***Effective Date.*** Every effort shall be made to implement the provisions of this order immediately.

STEPHEN A. PERRY  
Administrator